

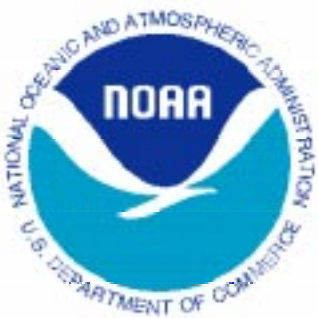
# **National Ocean Service**



**"Working for America's Coasts"**

**Management and Budget Office**

**Resource Directory**



---

U.S. Department of Commerce  
National Oceanic and Atmospheric Administration  
National Ocean Service  
Management and Budget Office

U.S. Secretary of Commerce  
**William M. Daley**

Under Secretary of Commerce for  
Ocean and Atmosphere, and  
Administrator, National Oceanic and  
Atmospheric Administration (NOAA)  
**D. James Baker, Ph.D.**

Assistant Secretary of Commerce for  
Oceans and Atmosphere, and  
Deputy Administrator, NOAA  
**Terry D. Garcia**

Deputy Under Secretary for Oceans  
and Atmosphere, NOAA  
**Scott Gudes**

Assistant Administrator for  
Ocean Service and  
Coastal Zone Management,  
National Ocean Service  
**Nancy Foster, Ph.D.**

Chief Financial Officer /  
Chief Administrative Officer  
National Ocean Service  
**John Oliver**

---

## Welcome to the National Ocean Service's

### **Management and Budget Office**

Coordinating the many diverse programs and activities of the National Ocean Service, and focusing the efforts of hundreds of people on the overall goals of NOAA, requires a flexible, responsive organization, clear and effective communications, and cooperation. Careful planning is also crucial to ensure successful funding of important programs, development of legislative initiatives, effective communications with coastal stewardship partners and the public, and the maintenance of safe, well equipped facilities. It's a daunting task, and NOS has a team in place to handle the job.

The National Ocean Service's Management and Budget office plays a key role making sure the people of NOS have the resources and information they need to do their jobs, and in coordinating the agency's programs and policies.

The Management and Budget team administers and supports:

- Human resources management
- Budget planning, formulation, and execution
- Financial management
- Property and facilities management
- Employee development programs
- Safety and environmental compliance
- Procurement
- Audit coordination
- Diversity program
- Grants management
- Security programs
- Transportation subsidy
- Policy coordination and development
- Public and constituent affairs
- Internal/External communications
- Press release and publication clearance
- Strategic planning and program evaluation
- Interagency/Memorandum of Understanding agreements
- Media Relations
- Congressional affairs
- Special events & exhibits
- Y2K Compliance
- E-mail coordination
- Information technology policy

---

Working for NOS -- Working for America's Coasts

## **ABOUT THE DIRECTORY**

The National Ocean Service Management and Budget Office Directory links key Management and Budget staff to the programs, issues, tasks, and management functions at the headquarters level. These specialists and managers share a mutual goal: to provide the best possible services to NOS employees and influence positive change in business. The Management and Budget Office's mission is to be the principal advocate for the legislative, budget, operational support and human resource activities of NOS.

## **USING THE DIRECTORY**

For ease of use, the directory is organized in several ways; a general alphabetical listing of all Management and Budget staff; alphabetically within the division, and a key word search function that will reference you to the appropriate staff person that can assist you. With each staff person's listing you will find a brief description of their functions, telephone number with extension, fax number, complete mailing address, and e-mail address.

The directory also contains special sections that include frequently used information.

E-mail or pick up the phone and call the Management and Budget staff person that can best assist you. Working together with NOS program offices, the Management and Budget team is your internal partner for management solutions.

This 1999 edition of the Management and Budget Directory is published by the National Ocean Service's Management and Budget Office, Policy, Analysis, and Communications Division. Send inquiries, comments, or corrections to Bill Zahner at 1305 East-West Highway, SSMC 4, MB/5 # 13313, Silver Spring, Maryland 20910 or e-mail to: [bzahner@ocean.nos.noaa.gov](mailto:bzahner@ocean.nos.noaa.gov)

U.S. Department of Commerce  
National Oceanic and Atmospheric Administration  
National Ocean Service

★ U.S. Government National Ocean Service 1999

---

## Alphabetical Phone List Management & Budget

	Division	Phone (301) 713-	Page
Bell, Molly	PAC	3070 x 144	29
Boledovich, Glenn	PAC	(202) 737-6307	30
Brown, Annette	RMD	3050 x 119	15
Cope, Gene	PAC	2619	31
Drucker, Sandy (AA Sec)	AA	3074 x 160	50
Durosko, Jean	RMD	3050 x 165	17
Dalzell, Beth	RMD	3050 x 117	16
Dewell, Dan	PAC	3070 x 139	32
Edwing, Richard	PAC	3070 x 138	33
Foster, Nancy	AA	3074 x 160	50
Halmond, Clara	PAC	3070 x 151	34
Harvey, Veronica	PAC	3056 x 174	35
Johnson, Hugh	IMD	3056 x 106	44
Kissel, Rich	IMD	3056 x 104	45
Kole, Iris	IMD	3056 x 101	46
Leach, Mary	PAC	3070 x 142	28
Magnuson, Gary	PAC	3155 x 115	36
Manoogian, Mary	PAC	3070 x 137	37
Marth, Donnie	RMD	3050 x 118	18
Moore, Ruth	RMD	3050 x 169	19
Newman, Marian	MBO	3056 x 116	9
O'Brien, Kevin P.	PAC	3070 x 132	38
Oliver, John	MBO	3056 x 115	8
Parker, John	RMD	3050 x 126	20
Piercy, Jane	RMD	3050 x 161	21
Renart, Danielle	PAC	3070 x 183	39
Rhoden, Kathryn	RMD	3050 x 166	22
Smyth, Rebecca	PAC	3070 x 134	40
Stafford, Ginni	RMD	3050 x 162	14
Strother, Slone	RMD	3050 x 163	23
Truesdale, Jimmy	MBO	3056 x 109	10
Umbach, Jamie	RMD	3050 x 121	24
Walton, Fred	IMD	1156 x 102	47
Watkins, Sherri	RMD	3050 x 128	25
Zahner, William	PAC	3070 x 176	41

# Director, Management and Budget Office

John Oliver  
Chief Financial Officer/  
Chief Operating Officer

301-713-3050

The Management and Budget Office serves as the focal point for all NOS management and budget activities, including overseeing day-to-day operations, establishing policies and procedures, and providing advice, support, and guidance to the Assistant Administrator, NOS Program Offices, and field installations. There are three divisions within the Management and Budget Office:

- Resource Management
- Information Management
- Policy, Analysis, and Communications

---

## John Oliver

Chief Financial Officer/  
Chief Administrative Officer

Management and Budget Office

301-713-3056

301-713-4292 Fax

e-mail: John.Oliver@noaa.gov

National Ocean Service  
Management and Budget Office  
SSMC 4, N/MB3, Room 13126  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Serves as the principal advisor to the Assistant Administrator, Deputy Administrator, and program and staff office directors on all budget, planning, and management activities, as well as the day-to-day operations of NOS.
- Co-Chairs the Business Operations Council.
- Serves as member of the Senior Management Council, and the Personnel Management Advisory Council.
- Serves on the NOAA Facility Council.
- Represents NOS on NOAA-wide Budget and Administrative Councils

---

## Marian Newman

Secretary

Management and Budget Office

301-713-3056 x 116

301-713-4292 Fax

e-mail: [Marian.Newman@OPMB](mailto:Marian.Newman@OPMB)

National Ocean Service  
Management and Budget Office  
SSMC 4, N/MB3, Room 13111  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Secretary to the Chief Financial Officer/Chief Operating Officer.
- Transmits time and attendance information for all MB employees to National Finance Center.



---

## Jimmy Truesdale

Program Specialist

Management and Budget Office

301-713-3056 x 109

301-713-1199 Fax

e-mail: [Jimmy.Truesdale@noaa.gov](mailto:Jimmy.Truesdale@noaa.gov)

National Ocean Service  
Resource Management Division  
SSMC 4, N/MB3,  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Provide expert advice, consultation, and information on legislative matters to NOS Assistant Administrator.
- Marine Environmental Health Research Laboratory Coordinator.
- Acts as primary EEO contact for employees with disabilities.
- Serves as primary contact on Cooperative Research and Information Institute. (CRII).
- Special projects.

# Resources Management Division

Virginia A. Stafford  
Chief

301-713-3050 x 162

The Resources Management Division serves as the primary point within NOS for managing and coordinating all administrative and financial activities, including: budget execution, facility and property management, environmental compliance, procurement, organizational development, human resources, and diversity.

---

## Virginia A. Stafford

Resource Management Officer

Resources Management Division

301-713-3050 x 162

301-713-4292 Fax

e-mail: [vstafford@ocean.nos.noaa.gov](mailto:vstafford@ocean.nos.noaa.gov)

National Ocean Service  
Resources Management Division  
SSMC 4, N/MB3, Room 13230  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

Responsible for the full technical and managerial direction of the following:

- Budget execution and financial management.
- Human resources management.      • Employee development program.
- Diversity program.
- Security programs.
- Personal property management.
- Safety and environment compliance.
- Procurement and grants management.
- Administrative and financial audits.
- Real property and facilities management.
- All other administrative, financial, and operational functions.

---

## Annette D. Brown

Budget Analyst

Resources Management Division

301-713-3050 x 119

301-713-4292 Fax

e-mail: Annette D. Brown@OPMB

National Ocean Service  
Resources Management Division  
SSMC 4, N/MB3, Room 13111  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Reviews, updates, and distributes allowance advises.
- Reviews initial FOP submissions.
- Monitors GSA rent charges. • Monitors guard services costs.
- Processes carryover requests.
- Coordinates NOS variance explanations.
- Informs NOS Financial Management Centers (FMC) of changes to financial policies and issues.
- Coordinates NOS response to special reports.
- Construction work in progress (CWIP) point of contact.
- Liaison to NOS financial management specialists on execution of financial matters.

---

## Beth Dalzell

Secretary

Resources Management Division

301-713-3056 x 117

301-713-4292 Fax

e-mail: [Beth.Dalzell@noaa.gov](mailto:Beth.Dalzell@noaa.gov)

National Ocean Service  
Resources Management Division  
SSMC 4, N/MB3, Room 13250  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Secretary to the Chief Resources Management Division.
- Prepares travel vouchers and travel reports for the Division.
- Prepares and distributes correspondence.
- Focal point for the NOS Control System for all interagency agreements, Memorandum of Understanding, and Agreements.
- Time and attendance liaison for the Division.

---

## Jean V. Durosko

Program Analyst

Resources Management Division

301-713-3050 x 165

301-713-4292 Fax

e-mail: Jean.Durosko@noaa.gov

National Ocean Service  
Resources Management Division  
SSMC 4, N/MB3, Room 13225  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Provides oversight, develops policy, and consults with NOS Program Offices on the following management and facilities-related matters:
  - Environmental compliance
  - Health and safety
  - Space requirements, utilization, acquisition
  - Real Property
  - Capitol improvements
  - Construction
  - Security
  - Alternative work schedules
  - Flexiplace
  - Comprehensive printing program plan
  - Time and attendance alternate

---

Working for NOS -- Working for America's Coasts

---

## Donnie Marth

Budget Analyst

Resources Management Division

301-713-3050 x 118

301-713-4292 Fax

e-mail: [Donnie.B.Marth@noaa.gov](mailto:Donnie.B.Marth@noaa.gov)

National Ocean Service  
Resources Management Division  
SSMC 4, N/MB3, Room 13117  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Oversees budget execution process.
- As team lead, provides technical oversight, and develops policy for budget execution and financial direction and management for NOS.
- Develops special backup material and data to support NOS programs in NOAA budget submissions.
- Responds to inquiries from NOAA, DOC, OMB, and Congress regarding various budget questions.
- Coordinates with program and staff managers on financial resources.
- Provides various financial information as required to satisfy program needs.
- Advises and informs managers on financial issues and problems.
- Prepares initial target allowance for NOS.
- Updates and issues delegations of authority guidance as needed.

---

## Ruth C. Moore

Management Analyst  
Resources Management Division

301-713-3050 x 169  
301-713-4292 Fax

e-mail: Ruth.Moore@noaa.gov

Resources Management Division  
SSMC 4, N/MB3, Room 13108  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Provides oversight and develops policy on human resources and diversity.
- Manages NOS Diversity Program. Serve as the NOS liaison between NOS program and staff offices and the NOAA diversity office.
- Manages and implements programs such as the Career Enhancement Program and the Rotational Assignment Program.
- Updates annually the diversity plan and coordinates NOS participation in NOAA diversity activities.
- Coordinates the Survey Feedback Action Phase.
- NOS FOIA officer. Coordinate Freedom of Information Act requests, ensure timely processing of requests, provide guidance as required.
- Coordinates special training programs for employee and management development.
- Coordinates performance management activities and ensure offices secure appropriate policy and guidance.
- Serves as point of contact/lead management analyst for NGS, OCS, and ACC on all human resource issues and reorganization.

---

Working for NOS -- Working for America's Coasts



---

## John Parker

Administrative Support Assistant

Resources Management Division

301-713-3050 x 126

301-713-4292 Fax

e-mail: John.Parker@noaa.gov

National Ocean Service  
Resources Management Division  
SSMC 4, N/MB3, Room 13248  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- NOS video conferencing principal technician.
- Develops the service and support agreements between NOS and outside government servicing vendors.
- Conducts training sessions for clerical, administrative, and management staff in the areas of video conferencing and copier management.
- Maintains copiers, fax machines, and printers on 13th floor SSMC 4.
- Orders and distributes supplies for the above mentioned equipment.
- Maintains service records on a number of GSA motor vehicles assigned to NOS.
- Assists AA's office with a variety of duties, esp. logistics.

---

## Jane W. Piercy

Administrative Management Specialist

Resources Management Division

301-713-3050 x 161

301-713-4292 Fax

e-mail: Jane.Piercy@noaa.gov

National Ocean Service  
Resources Management Division  
SSMC 4, N/MB3, Room 13238  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

Provides expert advice, oversight, and develops policy for program and staff offices for the following:

- Personal Property management.
- Procurement management.
- Grants management.
- Bankcard Coordinator.
- FTS 2000 Coordinator / FTS 2000 Calling Cards.
- Point of contact for emergency Purchase Orders/Urging and Compelling Procurement requests.
- Point of contact for coordinating CFO audit requests for property and grants.
- Point of contact for telephone services, e.g. cellular service/pager service, modem, data lines, 800 numbers.
- Coordinator for annual inventory and certifications for headquarters, CASC, WASC, and EASC.

---

Working for NOS -- Working for America's Coasts

---

## Kathryn V. Rhoden

Administrative Management Specialist

Resources Management Division

301-713-3050 x 166

301-713-4292 Fax

e-mail: Kathryn.Rhoden@noaa.gov

National Ocean Service  
Resources Management Division  
SSMC 4, N/MB3, Room 13236  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Provides oversight, expert advice, and develops policy for program and staff offices in the following areas:

Travel policy.

NOS Occupant Emergency Program/NOS Occupant Coordinator.

Copier management.

External awards.

Space/facilities.

Alternate security.

Training/FOIA alternate.

Records management/NOAA locator.

Staff administrator for telephone/voicemail system.

---

## Sloane A. Strother

Administrative Management Specialist

Resources Management Division

301-713-3050 x 163

301-713-4292 Fax

e-mail: [Sloane.Strother@noaa.gov](mailto:Sloane.Strother@noaa.gov)

National Ocean Service  
Resources Management Division  
SSMC 4, N/MB3, Room 13235  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Serves as Administrative Management Specialist for the Management and Budget Division, providing information on a variety of administrative functions.
- Manages the NOS transportation subsidy program.
- Assists the NOS FOIA officer. Coordinates FOIA requests, provides guidance as needed, and ensures NOS' timely response.
- Assists with the Career Enhancement Program, Rotational Assignment Program, and the NOS Diversity Program.
- Assists with all human resource activities.

---

## Jamie Umbach

Management Analyst  
Resources Management Division

301-713-3050 x 121  
301-713-4292 Fax

e-mail: [Jamie.Umbach@noaa.gov](mailto:Jamie.Umbach@noaa.gov)

Resources Management Division  
SSMC 4, N/MB3, Room 13224  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- As Team Lead, provides technical direction and oversight on a variety of administrative functions.
- Provides oversight and develops policy on human resources.
- Coordinates NOS Senior Executive Service and other workforce activities.
- Serves as Lead Management analyst providing oversight and guidance for for the AA staff, OCRM, ORR, and NCCOS on all human resource issues and reorganizations.
- Develops policy and provides direction and advice on Gold, Silver, and Bronze Medal Awards, Administrator's Award, NOS Employee of the Year Award, Length of Service Awards, Special Act, Unit Citations, and other special recognition awards.
- Develops and maintains a system to monitor personnel resource data and FTE's .
- Provides expert advice, consultation, information, and assistance to the program/staff offices on organization management, performance management and other types of administrative/management activities.
- Develops NOS Streamlining Plan.
- Coordinates special recruitment (IPA, PMI, students).
- Provides advice and assistance on Temporary Services Contracts.
- Updates and issues delegations of authority guidance as needed.

---

## Sherri Watkins

Funds Management Assistant

Resources Management Division

301-713-3050 x 128

301-713-4292 Fax

e-mail: Sherri.Watkins@noaa.gov

National Ocean Service  
Resources Management Division  
SSMC 4, N/MB3, Room 13244  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Coordinates with AA senior staff on the allocation of resources.
- Records all commitment documents generated by the AA's office into the NOS budget execution/tracking system (FACTS).
- Reviews all obligating documents to ensure accounting data is accurate.
- Advises AA senior staff of potential funding problems.
- Prepares detailed monthly financial reports on the funding status of the AA's office.
- Monitors FMC expenditures on a continuing basis and prepares explanations of deviations from plans.
- Prepares cost adjustments to correct errors in the financial system (FIMA).
- Processes task code requests for all of NOS.

---

Working for NOS -- Working for America's Coasts

# Policy, Analysis, & Communication

Mary Leach  
Acting Chief

301-713-3070 x 142

The Policy, Analysis, and Communication Division serves as the focal point for policy development, strategic planning, program evaluation, budget formulation, IG/GAO audits, interagency and memorandums of understanding agreements, and controlled correspondence. The office is responsible for internal and external communications, including communication policy development, review of outreach materials such as brochures, pamphlets, and press releases. The office provides coordination and support of headquarters level outreach activities. Constituent and legislative affairs is also handled by the Policy, Analysis, and Communication staff.

---

## Mary Leach

Policy, Management, and Information Officer

Policy, Analysis, and Communication

301-713-3070 x 142

301-713-4307 Fax

e-mail: mleach@ocean.nos.noaa.gov

National Ocean Service  
Policy, Analysis, and Communication  
SSMC 4, N/MB5, Room 13231  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Represents the Management and Budget Director in his absence.
- Represents the Management and Budget Office as a member of the Business Operations Council.
- Serves as the Acting Chief of the Policy, Analysis, and Communication Division of the Management and Budget Office.
- Responsible for the full technical and managerial direction of the following activities:

- Strategic planning
- Program analysis and evaluation
- Policy coordination and development
- Budget formulation
- Legislation
- IG/GAO Audits
- Interagency and Memorandums of Understanding Agreements
- NOS-wide outreach
- Constituent relations
- Controlled correspondence
- Special projects and events
- Chairs the NOS Communications Team



---

## Molly Bell

Communications Specialist

Policy, Analysis, and Communication

301-713-3070 x 144

301-713-4307 Fax

e-mail: [mbell@ocean.nos.noaa.gov](mailto:mbell@ocean.nos.noaa.gov)

National Ocean Service  
Policy, Analysis, and Communication  
SSMC 4, N/MB5, Room 13247  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Develops policies and procedures for internal and external communications.
- Manages special events and programs such as the Walter B. Jones and NOAA Excellence Awards for Coastal and Ocean Resource Management.
- Assists senior Constituent Affairs specialists in maintaining relations with NOS supporters and customers.
- Writes and edits stories, press releases, brochure text, web content, etc.

---

Working for NOS -- Working for America's Coasts

---

## Glenn Boledovich\*

Policy Analyst

Policy, Analysis, and Communication Division

202-737-6307

202-737-6410 Fax

e-mail: [boledovich@heinzctr.org](mailto:boledovich@heinzctr.org)

Heinz Center  
Room 735 South  
1001 Pennsylvania Avenue, NW  
Washington, D. C. 20004

### **Speciality Area:**

- \* On detail at Heinz Center, Wash. D. C.
- Provides support to NOS's Navigation Programs, including charting, geodesy, and tides/water levels.

---

## Gene Cope\*

Education Outreach Program Coordinator

Policy, Analysis, and Communication

301-713-2619

301-713-4307 Fax

e-mail: [Gene.Cope@noaa.gov](mailto:Gene.Cope@noaa.gov)

National Ocean Service  
Policy, Analysis, and Communication  
SSMC 4, N/MB5,  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Identifies, evaluates, and distributes NOS educational/outreach materials to the new Coastal America Coastal Ecological Learning Centers.
- Helps develop teacher lesson plans and units.
- Provides idea development in the production of:
  - Exhibits
  - Videos
  - Posters
  - Slide presentations
  - Awards
  - Invitational lists
- Special events coordination.

\* On detail from NMFS

---

Working for NOS -- Working for America's Coasts

---

## Dan Dewell

Communications Specialist

Policy, Analysis, and Communication

301-713-3070 x 139

301-713-4307 Fax

e-mail: Dan.Dewell@noaa.gov

National Ocean Service  
Policy, Analysis, and Communication  
SSMC 4, N/MB5, Room 13308  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Coordinates communications between NOS and other NOAA Line Offices, and with NOAA Office of Public and Constituent Affairs.
- Assists NOS staff in the clearance of press releases and articles. Acts as liaison between NOS and media.
- Develops, plans, and implements NOS-wide communications and outreach efforts.
- Manages CommsNet
- Member of NOS Communications Team.
- Provides guidance and support on layout and design, distribution plans, and production of articles, publications, exhibits, displays, videos, and other outreach materials.
- Assists Program Offices with the development of overall communications and outreach strategies.

---

## Rich Edwing

Policy Analyst  
Policy, Analysis, and Communication

301-713-3070 x 138

301-713-4307 Fax

e-mail: Richard.Edwing@noaa.gov

National Ocean Service  
Policy, Analysis, and Communication  
SSMC 4, N/MB5, 13227  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Coordinates the NOS budget formulation planning process and ensure seamless integration with the NOAA Strategic Planning process.
- Serves as the NOS Budget point-of-contact for the coordination and quality control of the NOS budget formulation and appropriations process.
- NOS Legislative point-of-contact.
- Coordinates and conducts quality control of all incoming and outgoing legislative documents such as draft bills, testimony, questions and answers, control correspondence, views letters, special reports, etc.
- Works with Program Offices to help ensure that reports to Congress are well written, responsive, and timely.
- Works with NOAA Legislative Affairs and General Counsel to coordinate the preparation and clearance of testimony, Q&As, background materials, witness prebriefs, etc. when NOAA is given lead for a Congressional hearing.
- Responsible for the coordination and preparation of all materials for NOAA's Secretarial, Office of Management and Budget, and Presidential Budget Requests, for the Congressional Budget summary, as well as associated fact sheets, briefing materials, and Q&As.

---

Working for NOS -- Working for America's Coasts

---

## Clara M. Halmond

Correspondence Specialist

Policy, Analysis, and Communication

301-713-3070 x 151

301-713-4307 Fax

e-mail: [chalmond@ocean.nos.noaa.gov](mailto:chalmond@ocean.nos.noaa.gov)

National Ocean Service  
Policy, Analysis, and Communication  
SSMC 4, N/MB5, Room 13335  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Manages the daily controlled correspondence activities for the Assistant Administrator's Office, and for all National Ocean Service.
- Provides organization-wide support in the preparation and processing of correspondence. Assist program managers and support staff in adhering to the mandatory Department of Commerce and NOAA guidelines for executive level correspondence.
- Reviews, analyzes, and assigns to appropriate program office executive correspondence, which includes inquiries from the White House, Congressional, state and local governments, and the private sector.
- Liaison for the National Ocean Service and NOAA's Executive Secretariat.
- Develops and implements administrative procedures for managing correspondence, and other documents.

---

## Veronica H. Harvey

Program Analyst

Policy Analysis, and Communication

301-713-3056 x 174

301-713-4292 Fax

e-mail: Veronica.Harvey@OPMD

National Ocean Service  
Resources Management Division  
SSMC 4, Room 13604  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Serves as policy and technical advisor for NOS Interagency Agreements, Memorandums of Agreement/Understanding, and other special assignments. Develops and recommends policy for the above.
- Performs reviews of Agreements and Memorandums of Agreements before forwarding to General Counsel for clearance; conduct reviews of NOS field and program offices to evaluate compliance with NOS policies and procedures.
- Serves as focal point and liaison between NOS and DOC-IG and GAO.

---

## Gary Magnuson\*

Constituent Affairs Liaison

Policy, Analysis, and Communication

301-713-3155 x 115

301-713-4367 Fax

e-mail: Gary.Magnuson@noaa.gov

National Ocean Service  
Policy, Analysis, and Communication  
SSMC 4, N/MB5, Room 11209  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Coordinates and advances relations between NOS and its constituents.
- Represents NOS on the NOAA Constituent Affairs team.
- Provides guidance to NOS senior management as to "best approach" in matters of constituent affairs and communications.
- Provides guidance regarding NOS legislative agenda.
- Assists NOS with strategic planning, program development, and organizational functions/special events.
- Member of Communications Team.

\*Intergovernmental Personnel Act employee



---

## Mary Manoogian

Secretarial/Administrative support

Policy, Analysis, and Communication

301-713-3070 x 137

301-713-4292 Fax

e-mail: Mary.Manoogian@noaa.gov

National Ocean Service  
Policy, Analysis, and Communication  
SSMC 4, N/MB5, Room 13353  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Provides direct secretarial support to PAC staff.
- Coordinates travel arrangements, travel orders and vouchers for PAC staff.
- Processes invitational travel.
- Backs-up correspondence specialist.
- Prepares T & A's for PAC staff.
- Processes property passes, leave audits, and other standard forms requests for PAC staff.
- Manages property inventory for PAC.

---

Working for NOS -- Working for America's Coasts

---

## Kevin P. O'Brien

Policy Analyst

Policy, Analysis, and Communication

301-713-3070 x 132

301-713-4307 Fax

e-mail: Kevin.P.Obrien@noaa.gov

National Ocean Service  
Policy, Analysis, and Communication  
SSMC 4, N/MB5, Room 13230  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Develops and manages the NOS annual operating plan process and analyzes and evaluates NOS progress. Prepares the overall NOS plan.
- Manages the NOS and NOAA Quarterly Review reporting process.
- Coordinates legislative testimony, hearings, fact sheets, legislative proposals, briefings, backgrounders, and works with NOS management so they are better prepared to deliver above mentioned items.
- Backs-up Senior Policy Analyst on budget formulation activities including providing guidance and assistance in the preparation of investment proposals, passback appeals, etc.
- Serves as the official NOS voting representative on the NOAA Sustain Healthy Coasts Team.
- Provides analysis of proposals, papers, policy, and develops presentations on a variety of NOS programs.

---

## Danielle Renart

Program Analyst

Policy, Analysis, and Communication

301-713-3070 x 183

301-713-4307 Fax

e-mail: [Danielle.Renart@noaa.gov](mailto:Danielle.Renart@noaa.gov)

National Ocean Service  
Policy, Analysis, and Communication  
SSMC 4, N/MB5, Room 13317  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Coordinates communications and activities between NOS program offices and other Federal agencies as they pertain to the Promote Safe Navigation strategic goal.
- Represents NOAA on the "Desired State" working group of the Marine Transportation System Task force.
- Serves as the Task Manager on Task 32 of the Mitretek contact, which supports hydrographic chart data collection.
- Serves as the point of contact for The Coastal Society.
- Provides staff support and analysis on annual operating plans, reports, and presentations.

---

Working for NOS -- Working for America's Coasts

---

## Rebecca Smyth

Policy Analyst

Policy, Analysis, and Communication

301-713-3070 x 134

301-713-4307 Fax

e-mail: Rebecca.Smyth@noaa.gov

National Ocean Service  
Policy, Analysis, and Communication  
SSMC 4, N/MB5, Room 13254  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Provides staff support to the team lead of the Sustain Healthy Coasts Strategic Planning Team.
- Assists senior policy analyst on budget formulation activities.
- Serves as point of contact for National Fish and Wildlife Foundation activities.
- Assists with the development of quarterly review presentations and annual operating plans.
- Serves as legislative back-up to senior policy analyst.

---

## Bill Zahner

Communications Specialist

Policy, Analysis, and Communication

301-713-3070 x 176

301-713-4307 Fax

e-mail: [bzahner@ocean.nos.noaa.gov](mailto:bzahner@ocean.nos.noaa.gov)

National Ocean Service  
Policy, Analysis, and Communication  
SSMC 4, N/MB5, Room 13313  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Develops and implements NOS communications policies and strategies.
- Interprets NOS and NOAA communications policies for NOS Program Offices, with regard to logo use, layout and design, content, and other elements that could affect NOAA or NOS messages.
- Identifies audiences for NOS messages and tailors specific communications strategies.
- Weekly Report editor.
- Conducts public speaking training.
- Provides creative services including, layout & design recommendations, voice over narration, writing & editing,
- Write & edit speeches, press releases, news stories, scripts, CD-Rom content, Web site content, reports to Congress, backgrounders, official correspondence.
- Exhibits management, trade show participation coordination, special events management.
- Member of the NOS Communications team.

---

Working for NOS -- Working for America's Coasts

# Information Management Division

Hugh R. Johnson

Chief Information Officer

301-713-1156 x 106

The Information Management Division provides advice and guidance in matters of information management for NOS headquarters and field offices. The office develops policies, standards, and operates national information management systems and networks.

---

## Hugh R. Johnson

Chief Information Officer

Information Management Division

301-713-1156 x 106

301-713-1199 Fax

e-mail: [Hugh.Johnson@noaa.gov](mailto:Hugh.Johnson@noaa.gov)

National Ocean Service  
Information Management Division  
SSMC 4, N/MB4, Room 8404  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Serves as Chief of the Information Management Division.
- Represents NOS on NOAA Information Technology related working groups, including HPCC and NARB.NOS IT policy and planning.
- Manages and supervises the following:
  - NOS information technology planning.
  - NOS information technology policy.
  - Year 2000 computer compliance.
  - NOS network management.
  - NOS e-mail policy, planning, and operations.
  - NOAA High Performance Computing Study.
  - Staff supervision.

---

Working for NOS -- Working for America's Coasts

---

## Richard Kissel

Computer Specialist

Information Management Division

301-713-1156 x 104

301-713-1199 Fax

e-mail: Richard.I.Kissel@noaa.gov

National Ocean Service  
Information Management Division  
SSMC 4, N/MB4, Room 8342  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Coordinates NOS Year 2000 Computer Compliance.
- Plans and coordinates NOS information technology security and reporting requirements.
- Coordinates information technology security planning and reporting to NOS.
- Coordinates information technology strategic and operational plans in NOS.
- Provides end-user support for NOS headquarters.
- Provides network management for the Banyan servers in NOS HQ.
- Account management for NOS users of the NOAA Alpha Data Center in Springdale, MD.
- Member NOAA Timeshare Steering Committee for oversight of the NOAA Data Center.

---

Working for NOS -- Working for America's Coasts



---

## Iris Kole

Computer Assistant

Information Management Division

301-713-1156 x 101

301-713-1199 Fax

e-mail: Iris.kole@noaa.gov

National Ocean Service  
Information Management Division  
SSMC 4, N/MB4, Room 8352  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Staffs computer help desk, and provides call tracking.
- Purchases computer equipment, software, and supplies.
- Maintains records, contracts, licensing information.
- Tracks Information Management Division property and maintains records.
- Provides project management support, scheduling of meetings, distributes materials, prepares minutes, tracks deliverables, maintains project files.
- Researches and analyzes new technology.
- Performs office management, support. Time and attendance, and travel.

---

## Fred Walton

Senior Network Manager

Information Management Division

301-713-1156 x 102

301-713-1199 Fax

e-mail: Fred.Walton@noaa.gov

National Ocean Service  
Information Management Division  
SSMC 4, N/MB4, Room 8337  
1305 East West Highway  
Silver Spring, MD 20910

### **Speciality area:**

- Manages and serves as lead support for NOS AA/MB Local Area Network.
- Designs and facilitates network infrastructure (hardware, software, and communications) upgrades for NOS program offices.
- Advises and consults with NOAA Line Offices on network infrastructure for Silver Spring campus, Washington D. C. metro area, and Wide Area Network communication links.
- Represents NOS on the Silver Spring Network Council.
- Consults with NOS program offices, the NOAA Network Operations Center, other Line Offices, departmental, and external agencies about high-end network and communications issues.
- Coordinates and leads various parts of the NOAA Netscape Enterprise Messaging design and development effort. Vice Chair of the NOAA Messaging Configuration Board. Chair of the NOAA Messaging Implementation Teams.

---

Working for NOS -- Working for America's Coasts

---

## **The National Ocean Service at a glance...**

The National Ocean Service is the nation's principal advocate for coastal and ocean stewardship. Constantly adapting to the changing natural environment and the economy, the National Ocean Service, along with its six program offices and five staff offices, develops the national foundation for coastal and ocean science, management, response, restoration, and navigation.

**National Ocean Service**  
**Public Affairs / Communications**  
[www.nos.noaa.gov](http://www.nos.noaa.gov)

301-713-3066  
301-713-3070 x 176

**Coastal Services Center**  
Margaret Davidson / Jeff Payne

(843) 740-1200  
[www.csc.noaa.gov](http://www.csc.noaa.gov)

*Provides coastal resource management assistance and services. Develops new technologies for environmental study and monitoring, and finds innovative uses for existing coastal stewardship tools and techniques.*

**Office of the Coast Survey**  
Dave MacFarland / Doug Brown

(301) 713-2770  
[www.chartmaker.ncd.noaa.gov](http://www.chartmaker.ncd.noaa.gov)

*Creates marine navigational charts and related products. Conducts hydrographic survey operations.*

**National Centers for Coastal  
Ocean Science**  
Don Scavia / Bud Cross

(301) 713-3338  
[www.cop.noaa.gov](http://www.cop.noaa.gov)

*Studies and monitors coastal ecosystems, including the effects of pollution. Conducts environmental assessments.*

**National Geodetic Survey**  
Charlie Charlstrom / Dave Zilkoski

(301) 713-3222  
[www.ngs.noaa.gov](http://www.ngs.noaa.gov)

*Gathers latitude, longitude, and elevation measurements needed to provide the spatial reference framework necessary for all surveying, mapping, and navigation.*

**Office of Ocean and Coastal  
Resource Management**

Jeff Benoit/Margo Jackson

(301) 713-3155

[www.nos.noaa.gov/ocrm](http://www.nos.noaa.gov/ocrm)

*Provides national coastal and ocean policy leadership and conflict resolution assistance. Administers the Coastal Zone Management Act.*

*Manages the network of national marine sanctuaries, and assists individual states in managing the system of national estuarine research reserves.*

**Office of Aeronautical Charting  
and Cartography**

Terry Laydon/Fred Anderson

(301) 713-2619

<http://acc.nos.noaa.gov>

*Creates aeronautical charts and related products.*

**Response and Restoration**

Dave Kennedy/Jean Snider

(301) 713-3038

[www.response.restoration.noaa.gov](http://www.response.restoration.noaa.gov)

*Responds to spills of oil and other hazardous materials. Help emergency planners respond to, and prepare for, potential accidents. Work to find remedies for the environmental damage caused by hazardous waste sites in coastal areas. Conducts natural resource damage assessments and restoration of coastal and marine resources injured as a result of spills and ship grounding.*

**Center for Operational Oceanographic  
Products and Services**

Rich Barazotto/Mike Szabados

(301) 713-2981

[www.opsd.nos.noaa.gov](http://www.opsd.nos.noaa.gov)

*Collects, analyzes and distributes historical and real-time observations and predictions of water levels, coastal currents and other meteorological and oceanographic data.*

**Staff Office for International  
Programs**

Charles (Bud) Ehler

(301) 713-3078

[www.nos.noaa.gov/ipo](http://www.nos.noaa.gov/ipo)

*Builds and sustains capacities for global coastal and marine stewardship through international partnerships.*

**Special Projects**

Dan Basta/Maureen Warren

(301) 713-3000

[www.orca.nos.noaa.gov](http://www.orca.nos.noaa.gov)

*Provides technical assistance to Assistant Administrator and Program Offices.*

---

Working for NOS -- Working for America's Coasts

## Other useful telephone numbers

	Room	Number
EMERGENCY		911
First Aid (Health Unit) Silver Spring Metro Center SSMC 3,	3500	301-713-2617
SSMC 4 Guard Station Command Center	lobby SSMC 4 SSMC 3	713-0267 713-2413 or 2414
<b><u>Assistant Administrator's Office</u></b>		<b><u>(301)</u></b>
Nancy Foster Assistant Administrator	13632	<b>713-3074,</b> 3075, 3076, 3077, 1739 (3077 & 1739- International Lines) Fax: 713-4269
Ted Lillestolen Deputy AA	13154	713-3074 x 133 (table) x 157
Sandy Drucker Secretary	13611	713-3074 x 160
Brenda Jans Special Assistant	13158	713-3074 x 158
Joanne Flanders Special Assistant	13156	713-3074 x
Ivett Shields (Contr)	13609	713-3074 x 164
Jocelyn Martin EEO Manager	13636	713-3074 x 149 (TDD 713-4262)
SSMC 4 13TH FLOOR CONFERENCE ROOMS		
Large	13153	301-713- <b>3084</b> , 3085 x 179
Medium	13410	301-713-3084 3085 x 181
<b><u>Graphics Workstation</u></b>	13349	713-3078 x 125

<b>ADP Hot Line</b>	13265	713-3065 x 143
LAN Room (13th fl.)	13TL1	713-3065 x 195
LAN Room (12th fl.)	12TLI	713-3055 x 188
Computer Room (13th floor)		713-3050 x 146
John DeBerry (Contr)		713-1156 x 107

### **Computer Help Desk**

AA COMPUTER HELP

### **NOAA Office of Public and Constituent Affaris**

DOC	202-482-6090 Fax: 202-482-3154
-----	-----------------------------------

### **NOAA Legislative Affaris**

Richard Legatski Michelle Fox	DOC	202-482-4981
----------------------------------	-----	--------------

### **NOAA Correspondence Unit**

Michelle Croquette	SSMC 4 1st flr.	301-713-1208
--------------------	-----------------	--------------

### **NOAA Central Library**

SSMC 3 2nd fl.	301-713-2607 Fax: 713-4599
----------------	----------------------------

### **NOAA Locator**

301-713-4000

### **NOAA Mailroom**

301-713-2642

### **Public Affairs contacts for:**

National Environmental Satellite, Data, and Information Service Pat Viets	301-457-5005
--	--------------

National Marine Fisheries Service Scott Smullen	301-713-2370
--	--------------

National Weather Service Ranee Exler	301-713-0622
---	--------------

Office of Oceanic and Atmospheric Research Vacant	301-713-2483
--	--------------

Government Information (when you can't find the govt info you are looking for, try this telephone number)	800-347-1997
---	--------------

---

## Keyword Search

	Page
ADP Hot Line	46, 51
Aeronautical Charting and Cartography	49
Aeronautical Charts	49
Allowance aduices	15
Alpha Data Center (Springdale, MD)	45
Alternative work schedules	17
Annual Operating Plan	28, 38, 40
Articles	32, 41
Assistant Administrator	50
Audience	32, 41
Audit coordination	14
Awards (Gold, silver, Bronze, AA's Award, Emp of the Year)	24
Bankcard coordinator	21
Banyan servers	45
Base program descriptions (review of)	18
Brochures (review of)	32, 41
Budget execution	18
Budget planning and formulation	14, 28
Budget submissions	14
Business Operations Council	8
Capital improvements	17
Career Enhancement Program	19
Carry over requests	15
Center for Operational Oceanographic Products and Services	49
CFO audit requests	21
Coastal currents	49
Coastal ecosystems	48-49
Coastal Services Center	48
Coast Survey	48
Coastal Zone Management Act	49
Communications Policy	28, 32, 41
Communications Team	28, 32, 41
CommsNet	28, 32, 41
Comprehensive printing program plan	17
Computer Help Desk	46
Computer Network Servers	46
Conflict Resolution (OCRM)	49
Congressional Affairs	33, 28, 38
Congressional hearings (preparing for)	33
Constituent Affairs	36
Construction work in progress (CWIP)	15
Controlled correspondence	34

Copiers, fax machines, printers (13th floor)	20
CRII	10
Design and layout	32, 41
Disabilities (EEO)	11, 19
Discretionary fund management	15
Displays	41
Distribution plans	32, 41
Diversity program	19
DOC-IG	14, 18,, 28
EEO (Equal Employment Opportunity)	19
Electronic mail servers	46
Elevation Measurements	48
E-mail coordination	42, 44, 46
Emergency Purchase Orders	21
Employee development programs	14
End-user support	46
Environmental assessment	49
Environmental compliance	17
Environmental damage	48-49
Events and exhibits	41
Executive-level correspondence	34
Executive Secretariat	34
External Communications	32,28,41
Facilities management	14
File servers	44, 46
Financial management	14
First Aid	50
Flexiplace	17
FOIA Officer	19, 23
FOP submissions	15
FTE	24
FTS 2000 Coordinator FTS 2000 Calling Cards	21
GAO	14
Global coastal and marine stewardship	49
Grants management	21
Graphics workstation	51
GSA rent charges	17
Government Information	51
Guard Station	50
Hardware / Software purchases	46
Hazardous spills	51
Health and Safety	17
High Performance Computing Study	44
Human Resources	19, 24
Information management systems	42
Information technology policy	44



IPA, PMI, Students	24
Interagency/Memorandum of Understanding agreements	35
Internal Communications	32, 28, 41
International Partnerships	49
International Programs	49
Large conference room	50
Latitude	48
Layout and design	32, 41
Legislative	33, 28, 38
Licensing information	44
Local Area Network	47
Longitude	48
Logo usage	32, 28, 41
Management and Budget	2, 6, 8
Mapping	48
Marine Environmental Health Research Laboratory	10
Marine Transportation System Task force	39
Media relations	32, 41
Medium conference room	50
Messaging Configuration Board / Messaging Implementation Teams	47
Mitretec	39
Motor vehicles (GSA)	20
National Centers for Coastal Ocean Science	48
National Environmental Satellite, Data, and Information Service	51
National Estuarine Research Reserves	49
National Fish and Wildlife Foundation	40
National Geodetic Survey	48
National Marine Fisheries Service	51
National Marine Sanctuaries	49
National Ocean Service	48
National Weather Service	51
Navigation programs	29
NOAA Central Library (SSMC 3, 2nd floor)	51
NOAA Correspondence Unit (SSMC 4, 1st floor)	51
NOAA Legislative Affairs	51
NOAA Locator	51
NOAA Mailroom	51
NOAA Office of Public Affairs	51
NOAA Timeshare Steering Committee	45
NOS Communications Team	32, 28, 41
Occupant Emergency Program/Occupant Coordinator	22
Ocean and Coastal Resource Management (OCRM)	49
Oceanic and Atmospheric Research (Office of)	51
Oceanographic data	48-49
Ocean Policy	49

Oil Spills	32, 51
OMB Bulletins	15
Outreach materials (review of)	32, 28, 41
Performance Management Activities	21
Personal property	21
Policy coordination and development	28
Pollution	32, 51
Press Releases clearance	32, 41
Procurement	14
Program analysis & evaluation	28
Program Offices	49-49
Promote Safe Navigation	36
Property management	14, 17, 21,
Publications clearance	32, 28, 41
Public Affairs	32
Public Speaking Training	41
Quarterly Review	28, 38, 40
Real property	17
Real-time observations	49
Remote telecommunications services	44
Reports to Congress	32, 28, 38
Response and Restoration	49
Rotational Assignment Program	19
Safety and environmental compliance	14, 17
Security programs	14,17
Senior Executive Service	24
Senior Management Council	8
Space requirements, utilization, acquisition	17
Spatial reference framework	48
Special Projects	49
Strategic Planning	28
Sustain Healthy Coasts Team	38, 40
Survey Feedback Action Phase	19
Surveying	48
Task Code Requests	15
Telecommunications services (cellular,pager,modem,800#, etc)	21
Time and Attendance	9
Travel arrangements (PAC)	37
Video conferencing	20
Video production / Video script writing	32, 41
Water levels	49
Web master	44
Web servers	44
Weekly Report	28, 41
Wide Area Network	47
Writer, editor	32, 41
Year 2000 compliance (Y2K)	45